

	WISCONSIN EMERGENCY MANAGEMENT	
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GUIDANCE: AmeriCorps ReadyWisconsin Host Site Application Information

I. PURPOSE

The purpose of this document is to provide guidance and instructions for organizations that are interested in submitting an application to host an AmeriCorps ReadyWisconsin Disaster Preparedness Program member. The program will provide half-time AmeriCorps members at host site organizations to:

- 1) Facilitate the completion and exercising of emergency volunteer management plans, including recruitment and training of partners and volunteers.
- 2) Deliver direct personal preparedness training /messaging to community residents.
- 3) Assist the host organization with other emergency preparedness special projects as needed, within the scope of the program.

II. PROCEDURES

A. Application Instructions

- 1) Who can apply to be a host site?
 - a) County emergency management
 - b) Municipal emergency management
 - c) Tribal emergency management
 - d) OPTIONAL: Joint emergency management/non-governmental organization (NGO) partnerships
- 2) How many members can each host site enroll?
 - a) Host sites may request up to 3 members.
 - b) The number of members enrolled at each host site will depend on the number of host site applications received.
- 3) What is the process for application?
 - a) Complete and sign the attached two-page application and submit application to WEM.
 - b) Describe your organization's current preparedness and volunteer programs, and your proposal for using AmeriCorps to support these efforts.
 - c) Explain how your organization will provide support for the AmeriCorps member.

- d) Describe how the service of your member will be conducted in coordination and collaboration among appropriate emergency management and emergency volunteer organizations in your jurisdiction.
- e) As an option, emergency management offices can apply as a joint emergency management/non-governmental organization (NGO) partnership host site. These applications must also describe their plan for coordinating the partnership and must contain two signatures to indicate the concurrence and shared responsibility.
- f) Do not submit the attached draft host organization agreement at this time. Host sites will be required to sign and submit the final agreement after an organization receives a member. WEM will develop a joint host organization agreement for joint host sites. The joint agreement will be signed by both organizations in the partnership and will outline shared responsibilities.

B. Timeline

- 1) Host Site Application Timeline
 - a) June 23 – applications due at WEM
 - b) June 30 – notification of decisions
 - c) July 1 – recruitment for members begins
 - d) September 1 – members begin appointment
- 2) Term of Service
 - a) Term of service – September 1, 2014 through August 31, 2015
 - b) A successful host agreement is renewable for up to 3 years.
 - c) Successful AmeriCorps members will be eligible to re-enroll for a total maximum of 4 consecutive half-time terms, contingent on receipt of federal funding beyond the third year.

C. Host Organization Selection

- 1) Selection will be based upon the following criteria:
 - a) Re-enrolling 2013-14 host organizations in good standing will receive first priority.
 - b) The host organization's capacity to adequately support and supervise the member.
 - c) The host organization's capacity to meet the performance goals of the program in preparedness outreach and volunteer management.
 - d) The host organization's need for additional support for expanding community preparedness outreach and volunteer management capacity.
 - e) The host organization's plan to leverage partnerships with other community organizations.
 - F) Creating a balanced portfolio of host sites based upon geography, population demographics, and all-hazards risk management.

III. HOST ORGANIZATION EXPECTATIONS

- A. Participate in AmeriCorps member recruitment and selection.
- B. Provide supervision, mentoring, organizational support, evaluation, member service documentation, and office space, equipment, supplies, and travel for assigned AmeriCorps member.
- C. Attend a minimum of one-day orientation training and participate in periodic conference calls, mid-term, and final meetings.
- D. Place priority on successful completion of performance measures.
- E. Submit all required grant reporting information by the required deadlines.
- F. Support participation by the AmeriCorps member in AmeriCorps ReadyWisconsin events, such as National Day of Service activities, meetings, conferences, and other activities.
- G. Coordinate preparedness activities with appropriate partner organizations.
- H. See the attached draft host site agreement for additional details.

IV. GRANT PERFORMANCE MEASURES

- A. The Corporation for National and Community Service (CNCS) defines several “focus areas” in which to define performance measures. WEM elected to design this project around the following two focus areas:
 - 1) Capacity Building – indirect services that enable CNCS-supported organizations to provide more, better and sustained direct services such as:
 - a) Recruiting volunteers
 - b) Developing plans
 - c) Improving organizational systems
 - 2) Disaster Services – direct services that help individuals prepare for, respond to, recover from, and mitigate disasters and increase community resiliency.
- B. Capacity Building – Specific Performance Measures
 - 1) Community Volunteers – Each site will recruit 30 volunteers per member to support emergency preparedness, emergency volunteer management, or other volunteer needs as determined by the host. Each volunteer will commit to 12 hours of service, including training or other activity.
 - 2) Organizations – Each site will have a completed emergency volunteer management plan.
 - 3) Systems – Each site will develop checklists, SOPs, calling trees, VRC procedures, just-in-time recruitment and training processes, etc. to operationalize the plan.

- 4) Organizations – Each site will fully meet CPG 101, Version 2, and standards for emergency volunteer management.
- C. Disaster Services – Specific Performance Measures
- 1) Community residents – Each site will deliver preparedness presentations to 300 individuals per member, with attendance rosters for documentation purposes.
- D. Optional Activities
- 1) Host sites may assign AmeriCorps members to additional emergency preparedness and disaster recovery projects of their choosing provided they can meet all grant deliverables.

V. MEMBER SELECTION

A. Member Recruitment

- 1) Posting will occur at the following locations:
 - a) WEM central office
 - b) DMA human services
 - c) Locally appropriate locations as determined by the host site
- 2) Details of posting:
 - a) Host organizations will cooperatively post the positions through a variety of venues.
 - b) Posting will be done with the aim of selecting members who reside in the host communities.
 - c) Posting will emphasize qualifications commensurate with the performance expectations – in other words, these are not positions for undereducated, disadvantaged populations.
 - d) Posting will target the general public as well as a range of demographics, including:
 - a. Disabled veterans
 - b. Active National Guard family members
 - c. Disabled, ethnic, senior, and minority populations
 - d. Native American populations
 - e. Seniors and people with disabilities
- 3) Interview panel – Each site will put together an interview panel made up of project co-leaders, site supervisors, and others as designated by the site supervisors.

B. Service Term Details

- 1) The grant provides for half-time members, serving a total of 900 hours each for the one-year grant period.
 - a) Living allowance will be \$5,740 per member for the one-year grant period.
 - b) Members who successfully complete the service year will receive a \$2,882 education award.

- c) Successful members may re-enlist for up to 4 consecutive terms (since Wisconsin has been awarded a 3-year grant, the fourth term would be contingent on continued funding.)
- d) A limited number of member slots may be revised to reduced half-time (675 hours) or quarter-time (450), subject to approval by WEM on a case-by-case basis.

VI. MEMBER MANAGEMENT

A. Member Service Plan

- 1) The WEM Program Coordinator will develop a focused member service plan/schedule (i.e. plan of work) that outlines strategies and a timeline for achieving the grant deliverables.
 - a) Site supervisors, in coordination with the WEM Project Coordinator, will develop a focused member service plan/schedule (i.e. plan of work) that suggests strategies and a timeline for achieving the grant deliverables.
- 2) Two AmeriCorps members located at the WEM central office will provide administrative support with:
 - a) Standardized, editable outreach and marketing materials for host site use.
 - b) Outreach to state level organizations with local members/constituencies and other communities as requested.
 - c) Share best practices as they emerge from individual project sites.

B. Reporting & Evaluation

- 1) Time reporting
 - a) Serve Wisconsin requires that members use their national time reporting system.
 - b) Site supervisors will need to validate reported time.
- 2) Monthly Progress Reporting
 - a) Members will track progress toward the completion of their service plan goals and submit these reports to site supervisors monthly.
 - b) Site supervisors will require members to submit reports that track progress towards meeting identified goals and will submit reports to WEM monthly.
- 3) Program Reporting Evaluation
 - a) Serve Wisconsin has a standardized quarterly reporting system for tracking performance measures. Site supervisors and WEM will collaboratively complete these evaluations.
 - b) Informal evaluation will occur continually throughout the program year via conference calls with site supervisors or by other means as needed.
 - c) Site supervisors will conduct mid-term and final performance evaluations for their members.

- d) State program coordinators may conduct site visits and audits during the service term.

IV. CONCLUSION

- A. This submission is due June 23, 2014.
- B. Please submit the signed application to Kimberly Berginnis at Kimberly.berginnis@wisconsin.gov

V. ATTACHMENTS

- A. Host organization application
- B. Draft host organization agreement (attached for reference, do not submit at this time)
- C. Draft member position description (attached for reference)